

DEPARTMENT OF HEALTH AND HUMAN SERVICES

NAVAJO AREA INDIAN HEALTH SERVICE
GALLUP INDIAN MEDICAL CENTER

VACANCY ANNOUNCEMENT

GA-05-015

OPENING DATE

02-07-05

CLOSING DATE

02-18-05

POSITION

Health Technician (Optometry)

LOCATION AND DUTY STATION

Optometry Clinic
Tohatchi Health Center
Tohatchi, New Mexico

GRADE/SALARY

GS-0640-06 ~ \$30,731 - \$39,951 PA

NUMBER OF VACANCIES

One (1) 216703

APPOINTMENT

☒ PERMANENT

WORK SCHEDULE

☒ FULL TIME

AREA OF CONSIDERATION

☒ NAVAJO AREA WIDE

SUPERVISORY/MANAGERIAL

☒ NO

PROMOTION POTENTIAL

☒ NO PROMOTION POTENTIAL

HOUSING

☒ PRIVATE HOUSING ONLY

TRAVEL/MOVING

☒ NO EXPENSES PAID

DUTIES: This position is located at Tohatchi Health Center, an ambulatory facility. The incumbent manages the optical activities of the Optometry clinic. Prepares prescription and orders all glasses from optical manufacturer. Maintains all frames and keeps them current according to stipulation in Eyeglasses contract. Performs complicated frame measurements necessary to assure cosmetically, physically and optically optimum spectacle performance, e.g. multi-focal lenses, special specification lenses. Verifies spectacle prescriptions through use of lensometer, lens gauges and other instrumentation. Repairs most damages or broken frames through use of zyl repair components or metal soldering devices. Performs basic optical bench work and modifies contact lens curvature. Interview patients and record health history and other appropriate findings. Assist the optometrist by doing visual acuity, color perception, heterophorias, objective refraction, keratometry and intraocular pressure. Performs additional procedures at the request of the optometrist, e.g. visual fields, vision training, etc. Instills pharmacological agents into patients' eyes in preparation for ocular evaluation or therapy in accordance with optometrist's instruction. Provides contact lens instruction on the insertion, removal, hygiene, and "warning sign" of contact lens wear to the patient. Provides and assist one to one and group patient education relative to optical, ocular disease conditions and refractive problems. Assist in the coordination of eye care programs of the Optometry clinic with the CHR, Social Services and other agencies or department. Orders all optical supplies and tools. Ensures proper storage of pharmaceuticals, supplies, and instruments to comply with professional standards and regulations. Provides training to other staff and CHRs. Performs other related duties as assigned.

YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS.

SPECIALIZED EXPERIENCE: For GS-6: 52 weeks of specialized experience equivalent to at least the next lower grade level (GS-5). Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been related to vision screening testing,

interpreting examination procedures, explaining ocular health problems, educating patients, assessing optical hardware needs and instructing contact lens patients. This includes instilling pharmaceutical agents in the patient's eyes and explaining the use of the medication and why it's necessary to apply it to the patient's eye.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE:

Substitution of education for experience is generally not applicable.

SELECTIVE PLACEMENT FACTOR: None

TIME-IN GRADE REQUIREMENTS: If selected under the Excepted Service Examining Plan, applicant may be appointed under Schedule A authority without regard to Time-In-Grade requirements. Candidates applying under the provisions of the Merit Promotion Plan for GS-06 must have completed 52 weeks of services at the GS-5 level by the closing date of the vacancy announcement.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time-after competitive appointment, time-in-grade, and qualification requirements by the closing date of the vacancy announcement.

CONDITION OF EMPLOYMENT: Immunization Requirement - all persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunizations will be provided free of charge. Special consideration may be allowed to individuals who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position, which requires regular work at a Service Unit.

REASONABLE ACCOMODATIONS: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

NOTE Refer to Operating Manual Qualification Standards Handbook or the IHS Excepted Service Qualification Standards, Series GS-0640, for complete information. For more information, contact your servicing Personnel Office.

WHO MAY APPLY

Merit Promotion Plan (MPP) Candidates: Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the competitive Federal service) and from current permanent IHS employees in the Federal Service who are entitled to Indian Preference.

Excepted Service Examining Plan (ESEP) Candidates: Applications will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted Service employees and Competitive Service employees or Reinstatement eligibles entitled to Indian Preference may also apply under the provision of the Indian Health Service Excepted Service Examining Plan (ESEP). These candidates MUST indicate on their application for Federal employment whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan, or both.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30% or more compensable service connected disability).

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).

If you are a displaced Federal employee you may be entitled to receive special priority consideration under the

ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 1. Received a special RIF separation notice; or
 2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
 3. Retired with a disability and whose disability annuity has been or is being terminated; or
 4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates retirement in lieu of RIF; or
 5. Retired under the discontinued service retirement option; or
 6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area. OR
 - B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well qualified for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

EVALUATION CRITERIA: Evaluation will be made of Experience, Performance Appraisals, Training, Letters of Commendation, Self-Development, Awards and Outside Activities which are related to this position. To receive full credit for your qualifications provide a narrative statement which fully describes all aspects of your background as they relate to the knowledge, skills, and abilities (KSA's) outlined below and show the level of accomplishments and degree of responsibility.

The KSA's in your narrative statement will be the principle basis for determining whether or not you are highly qualified for the position. Describe your qualifications in each of the following:

1. Ability to interpret.
2. Knowledge and skill in operating computers and other office machines.
3. Knowledge of basic optometric terminology.
4. Ability to plan, make recommendations and solve problems.

SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS.

HOW AND WHERE TO APPLY: All applicants must submit **one** of the following to the Gallup Indian Medical Center, Division of Personnel Management, P. O. Box 1337, Gallup, New Mexico 87305, by close of business (4:30 p.m.) on the closing date: 02-18-05. For more information contact Marjorie Ashley at (505) 722-1412.

1. OF-612, Optional Application for Federal Employment; or
2. SF-171, Application for Federal Employment; or
3. *Resume; or
4. *Other written application format.
5. **Declaration for Federal Employment" (OF-306) and the IHS Child Care Addendum** must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Responding "yes" to any one of these two questions can make you ineligible for employment in this position. **If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.**

A copy of an official Bureau of Indian Affairs Indian Preference Certificate, Form 4432 (or equivalent form issued by a Tribe authorized by PL 93-638 Contract to perform the certification function on behalf of the BIA), signed by the appropriate BIA Official, must be submitted if the applicant claims Indian Preference, or appropriate BIA form showing 50% or more blood quantum if applicant is not an enrolled tribal member. Navajo Area Indian Health service employees claiming Indian Preference need not submit the BIA form 4432 but must state that such documentation is contained in their Official Personnel Folder.

***INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. SPECIFICALLY, THE INFORMATION PROVIDED UNDER #8 (HIGH SCHOOL), #9 (COLLEGES AND UNIVERSITIES), AND #10 (WORK EXPERIENCE) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.

1. Announcement Number, Title and Grade of the position for which you are applying.
2. Full Name, Full Mailing Address, and Day and Evening Phone Numbers (with Area Codes).
3. Social Security Number.
4. Country of Citizenship.
5. Veteran's Preference Certificate: DD-214, and/or SF-15 if claiming 10-point preference. Veterans' Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligibles.
6. Copy of the latest SF-50, Notification of Personnel Action, if current or prior Federal employees.
7. Highest Federal civilian grade held (give series and dates held).
8. High School: Name, City, State (zip code if known) and date of Diploma or GED.
9. Colleges and Universities: Name, City, State (Zip code if known), majors, type and year of any degrees received (if no degree, show total semester or quarter hours earned); preferably attach transcripts.
10. **Work experience** (Paid and Non-Paid); Job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month/year), hours per week, and salary.
11. Indicate if we may contact your current supervisor.
12. Job related training courses, skills, certificates, registrations and licenses (current only), honors, awards, special accomplishments.

ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE
WE WILL NOT ACCEPT APPLICATIONS RECEIVED BY FAX, E-MAIL, OR ELECTRONIC RESUMES

NOTE: Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, received full credit for their veteran preference determination, Indian Preference, education, training, and/or experience.

Veterans: Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after three (3) years or more of continuous active service may apply.

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ADDITIONAL SELECTIONS: Additional or alternate selections may be made within 90 days from the date the certificate was issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

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INDIAN PREFERENCE: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. Other than this, the IHS is an Equal Opportunity Employer.

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SELECTIVE SERVICE CERTIFICATION: If you are male born after 12-31-59, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

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EQUAL EMPLOYMENT OPPORTUNITY: SELECTION FOR POSITIONS WILL BE BASED SOLELY ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS SUCH AS RACE, COLOR, RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, PROMOTION OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

/s/ Marjorie Ashley 02/03/2005

PERSONNEL CLEARANCE DATE

EACH APPLICATION FORM AND DOCUMENT MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER - GA-05-015. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORM MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR XEROX COPIES. THE APPLICATION AND ATTACHMENTS BECOME THE PROPERTY OF THIS PERSONNEL OFFICE AND WILL NOT BE RETURNED. ONLY MATERIAL SUBMITTED BY THE CLOSING DATE WILL BE CONSIDERED.

THIS POSITION IS LOCATED IN A SMOKE-FREE ENVIRONMENT

SUPPLEMENTAL QUESTIONNAIRE
Health Technician (Optometry), GS-0640-6

1. ABILITY TO INTERPRET. The person in this position must have the ability to speak fluently in both English and Navajo, while integrating optometric terminology, as most cases require extensive case management services involving patients who cannot understand or speak English. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

2. KNOWLEDGE AND SKILL IN OPERATING COMPUTERS AND OTHER OFFICE MACHINES. The person in this position must have the knowledge and skill to maintain databases and process a variety of forms and correspondence using the computer; to manipulate, convert or edit data from various software programs. This includes skill in perimetry and visual testing equipment, autorefractor, retinal camera and other office machines. What in your background show you possess this knowledge and skill?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

3. KNOWLEDGE OF BASIC OPTOMETRIC TERMINOLOGY. The person in this position should possess the knowledge of eye terminology necessary to obtain brief optometric history, explain and educate about various eye conditions especially where diabetes is concerned and to be skilled at explaining procedures that may be recommended by the Doctor(s) in the patient's best interest. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

4. ABILITY TO PLAN, MAKE RECOMMENDATIONS AND SOLVE PROBLEMS. This is the ability to identify, analyze data and solve problems. Incumbent recognizes changes in patient's condition; analyzes results of medical procedures or clinical interventions, develops or revises nursing care plan, consultation with physicians, assess needs to patients and/or their families. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

C E R T I F I C A T I O N

I CERTIFY that all of the statement made in the above questionnaire are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

Signature of Applicant

Date